

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
HIGH PLAINS METROPOLITAN DISTRICT
HELD
AUGUST 20, 2020**

HIGH PLAINS METROPOLITAN DISTRICT
www.highplainsmetro.org

Special Meeting (via Teleconference)
Thursday, August 20, 2020, at 6:00 p.m.

2020 Regular Meetings – Third Thursday of each Month at 6:00pm
Location to be Provided in Agenda

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| Shawn McGoff, President | Term to May 2022 |
| Josie O’Neill, Treasurer | Term to May 2022 |
| Jill Shadwell, Secretary | Term to May 2023 |
| Maria Elena Daniels, Assistant Secretary | Term to May 2022 |
| Vacant | Term to May 2023 |

Due to Executive Orders issued by Governor Polis, and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the risk posed by COVID 19, this meeting will be held via teleconferencing and can be joined through the directions below:

<https://zoom.us/j/91590419041?pwd=cDJZDRiMWRDNWtMQkNhYzU0TWhkQT09>

Call In Number: 720-707-2699
Meeting ID: 915 9041 9041
Passcode: 369200

NOTICE OF SPECIAL MEETING AND AGENDA

Board Attendance: Shawn McGoff, Josie O’Neill, Jill Shadwell, Maria Elena Daniels

Consultant Attendance: Clint C. Waldron, Esq. and Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Irene Borisov, Summit Management and Consulting, District Manager; Kevin Cox and Jerry Maness, Cox Landscaping Inc.; Ben Houghton, CliftonLarsonAllen, District Accountant; and homeowners.

1. **Call to Order** – 6:00 p.m.
2. **Declaration of Quorum/ Conflict of Interest Disclosures** – Mr. McGoff confirmed a quorum of the Board was present. Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. McGoff inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.
3. **Agenda Revisions, Approval** – Mr. McGoff presented the revised agenda to the Board. Ms. Shadwell noted that agendas are available on the District’s website.
 - a. Total Targeted Meeting Time = 158 minutes/~2.5 hours
4. **New Suggested Agenda Format**

Table format: (2 minutes)

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*Regular and Special Meeting Agendas will be posted to the District’s website at www.highplainsmetro.org

| Topic to Discuss | Lead Speaker (total Mins) | Discussion Notes |
|-----------------------|---------------------------|---|
| Content/Topic Section | | <ul style="list-style-type: none"> Notes will be made here for ease of Minutes recordings |
| Voting Section | | <ul style="list-style-type: none"> Note taker will record Voting Topic and note each vote by Board member. Add new sections of more than 1 vote is needed per section |
| Action Items | | <ul style="list-style-type: none"> Item Owner Target Due Date |

5. **Public Comment** – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather it will refer the items for follow up.

Patrick Daniels

Mr. Daniels statement: In the last Board meeting the attorney shut him down. He is the one that brought this issue to the Board and it was censored. This is not the way business has been run in the past. How can I comment on what is said during the meeting? The issue is damage to a concrete drainage ~~pa~~in between houses that is a common asset. There have been claims that the engineer exceeded his authority in determining this violation. I am tired from asking elected officials to do the right thing. I think the attorneys run the meetings, the attorneys are not supposed to run the District. How much has the law firm invoiced year to date for 2020?

Mr. McGoff responded that this was discussed in detail at the last meeting. We are all here for our residents and the Board is running the meetings with help from consultants.

Ms. Shadwell responded I don't know if this is a community asset ~~and if it is the input is valued~~. If that is the case then we should be holding a special meeting for you to understand all aspects of this. If there is additional information please provide it.

Mr. McGoff stated that there is a process to submit additional information.

Mr. Daniels responded that if the drainage belongs to me I should have the right to remove it but it does not belong to me so I do not have the right to do that. I am tired of fighting this. I am trying to protect the community assets.

Mr. McGoff asked, can you produce something that says this is a community asset?

Mr. Daniels stated, it is obviously not mine because it extends to all my neighbors.

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| | <p>Mr. McGoff responded that the discussion around grading/drainage was in detail. Changing the drainage final grading is a District matter. If you can produce something that shows the drainage final grading is changed we will look at it.</p> <p>Ms. Shadwell said Mr. Daniels can request a hearing and provide the information and follow the process.</p> <p>Mr. Daniels responded that there was not a hearing on this matter, just Board discussion.</p> |
| Ken Christianson | <p>Mr. Christianson's statement: I was here 14 years ago when the drainage was installed and it is on private property, not community property. I think the last time the complaints from Patrick and Director Daniels the Board hired an engineer which cost the District money. Patrick and Director Daniels should reimburse the District for engineering and legal fees. It seems like every other week there is a complaint to Ms. Borisov. Seems like the neighbors are complaining about everything I do in my yard. These improvements were approved by the ARC. Director Daniels has a conflict of interest in these matters. The law firm is trying to stay on the level playing field, this is an ongoing conflict and I would like to get it resolved.</p> |
| Pascal Dengah (Board Candidate) | <p>Mr. Dengah's statement: I have lived in Blackstone for 8-9 years. I was on the Board previously and lost the election. I would like to be considered to be on the Board.</p> |
| Kathy Morgan | <p>Ms. Morgan's statement: Thank you for everything you do, all of the parks they are beautiful, we need to get with people not watering their lawns, along with weeds. We talked about poop disposal and Director Daniels is on this and we need to get these up as soon as we can.</p> |

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| <p>6. Consent Agenda (2 minutes)</p> <p>The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board</p> | |
| <p>a. Approve July 29, 2020 Special Meeting Minutes –</p> <p>b. Approve Claims Listing in the Amount of \$ _____</p> <p>c. Discuss 2020 Legislative Memorandum</p> | |
| <p>Votes</p> | <p>Topic: July 29, 2020 Special Meeting Minutes Vote: NO VOTE, ITEM DEFERRED</p> <p><u>Discussion:</u> The Board engaged in discussion regarding the July 29, 2020 Minutes. Following discussion, the Board determined to defer consideration of the July 29, 2020 minutes.</p> |

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| Votes | <p><u>Topics:</u> Claims Listing in the Amount of \$373,411.33 and 2020 Legislative Memorandum</p> <p><u>Votes:</u> Director McGoff – Yes Director O’Neill – Yes Director Shadwell – Yes Director Daniels –Yes</p> <p><u>Discussion:</u> The Board discussed the status of the entryway improvements, and Director Daniels noted the work is not complete and retainage should not be paid. Following discussion, the Board approved the claims in the amount of \$373,411.33 with the retainage amount payable to Cox Landscaping for the entryway project to be withheld, and the 2020 Legislative Memorandum.</p> |
| Action Items: | - Ms. Borisov will reach out to Ms. Hendricksen to set up a meeting to walk the entryway project with the Landscape Committee. |

| 7. Financial Report/Financial Matters (18 minutes) | Speaker (mins) | Notes/Minutes |
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| Review and Consider Acceptance of Unaudited Financial Statements | Accountant (8) | |
| | | <u>Discussion:</u> Mr. Houghton reviewed the July 31, 2020 unaudited financial statements with the Board. Director Shadwell asked about the capital project fund. Director Shadwell asked about COVID legislation and the effects on property tax collection. Mr. Houghton noted that the legislative changes due to COVID will not have an impact on property tax collection for the District. |
| 2021 Budgeting Process | Accountant (5) | Timeline, preparations, special meeting(s) |
| | | <u>Discussion:</u> Mr. Houghton discussed the general budget process with the Board noting that the Board could appoint committee members and/or the Board may hold a special meeting to review the budget. No action taken. |
| Accounts Payable flow - reviews/approvals | Accountant (5) | Discuss how to go about getting this process, responsible parties, Board’s role |
| | | <u>Discussion:</u> Mr. Houghton discussed the accounts payable process with the Board, noting that CliftonLarsonAllen has a multistep process for invoice categorization and approval. Director O’Neill approves bills through Bill.com and payment is released. |

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| | | <p>Director Shadwell noted that the Board does not review invoices, they just see the dollar amount requested for approval.</p> <p>Mr. Houghton noted that there are several Boards with two approvers, and there are Boards where the entire Board has an account to review prior to release of payment.</p> <p>Director Shadwell noted that the Board is not given the claims listing to ratify without seeing the actual invoices. Are we comfortable approving invoices without seeing them? Could these all be added to the packet?</p> <p>Director McGoff noted that there are multiple internal controls and there is no reason to pay an invoice without this process. He also noted that if there was a weird line item to discuss that is brought up on the consent agenda.</p> <p>Ms. Borisov asked if there is a way to break out claims more clearly. Mr. Houghton stated yes we could break it out by invoice.</p> <p>Director O’Neill stated that any Board member who wants access to Bill.com can have it.</p> <p>No action taken.</p> |
| Votes | Yes/No/Abstain | <p>Topic – July 31, 2020 Unaudited Financials</p> <p>Director McGoff – Y</p> <p>Director O’Neill – Y</p> <p>Director Shadwell – Y</p> <p>Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board accepted the unaudited financials.</p> |
| New Action Items Discussed | | <ul style="list-style-type: none"> Mr. Houghton will review Director Shadwell’s Bill.com account permissions to make sure she has full access. |

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| Bret Erickson (Board Candidate) | <p>Mr. Erikson informed the Board the he has been living in Blackstone for a couple of years and has submitted a letter of interest for the Board vacancy. He noted that he has been in new home construction for 40 years and has worked with Lennar in upper management in Las Vegas. Mr. Erikson also noted that he has been the Board representative for the builder in the past and he looks forward to possibly joining the High Plains Board and he is interested in keeping my community beautiful.</p> <p>Director McGoff responded that the Board will reach out individually to discuss.</p> |
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| 8. Legal Matters (11 minutes) | Speaker (mins) | Notes/Minutes |
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| Consider Approval of Settlement, Termination and Acknowledgment Agreement | WBA (5) | |
| | | <p><u>Discussion</u>: Mr. Waldron reviewed the Settlement, Termination and Acknowledgement Agreement with the Board.</p> <p>Director McGoff noted that there are two monument signs.</p> <p>Director Shadwell asked if Lennar agrees to remediate drainage without any costs to the District. Mr. Waldron noted that Lennar agreed to remediate the drainage and it is noted in the agreement.</p> <p>Mr. Waldron noted that any problems that arise after the District accepts the improvements is a risk of the District which they are taking on in exchange for Lennar writing off approximately \$31 million in outstanding District obligations.</p> <p>Director McGoff inquired about how the debt gets written off once the agreement is finalized?</p> <p>Mr. Waldron noted that the capital reimbursement agreement does not go away until the agreed upon settlement payment is made in full.</p> <p>Director McGoff asked if they will be required to finish the sidewalks and other improvements at the park.</p> <p>Mr. Waldron noted that the sidewalks are the developer’s obligation per the City and the Board is only accepting improvements on the tracts themselves. Mr. Waldron also noted that there will be additional landscaping costs as part of this acceptance and there could be additional costs on top of that requested by the Landscape Committee.</p> <p>Mr. Houghton stated that the District has the funds within the budget to pay the settlement this year.</p> |
| District liability on snow removal damage | WBA (2) | Provide status |
| | | <p><u>Discussion</u>: Mr. Waldron noted that he has reached out to the City to see if they would allow the District to provide snow removal on City owned streets. Mr. Waldron noted that the City is considering allowing this to be done via permit, but details on the permit process are not yet available.</p> <p>Director Shadwell asked about District liability if Cox does this for the District and Director Daniels asked if</p> |

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| | | <p>there is a specific City Code being violated. Mr. Waldron noted that if Cox handles snow removal they are technically trespassing on City streets and as it is City property the City is the only entity allowed to operate snow removal equipment on the streets.</p> <p>Director Daniels asked if there is a cost? Mr. Waldron stated that yes, the District would be responsible for all snow removal costs.</p> <p>Ms. Borisov noted that she has not bid snow removal on public streets so the cost is unknown.</p> <p>Director McGoff noted that this can become very costly.</p> <p>Director Shadwell stated that this has been an open item for some time.</p> <p>No action taken.</p> |
| Lennar turn over plan – update | WBA (2) | Deferred. |
| Votes | Yes/No/Abstain | <p>Topic – Settlement, Termination and Acknowledgement Agreement</p> <p>Director McGoff– Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board unanimously approved the Settlement, Termination and Acknowledgement Agreement subject to final legal review and determined to make a single lump sum payment for the settlement in 2020.</p> |
| New Action Items Discussed | | <p>Mr. Waldron will provide the Drainage Exhibit to the Board for the Settlement, Termination and Acknowledgement Agreement.</p> <p>Mr. Waldron will provide the Board with the email from the City regarding the snow removal permit process.</p> |

| 9. Covenant Enforcement/Architectural Review (10 minutes) | Speaker (mins) | Notes/Minutes |
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| Consider Approval of Amended and Restated Covenant Enforcement Policy | WBA (5) | Summit was going to review this revised policy and their ability to support this from a technical/tracking perspective |

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| | | <p><u>Discussion:</u> Director McGoff noted that the Amended and Restated Covenant Enforcement Policy was discussed at last month’s meeting.</p> <p>Mr. Waldron reviewed the proposed Covenant Enforcement flow chart with the Board noting that the current process does not differentiate between continuous and repetitious violations.</p> <p>Director Daniels asked how the Board can enforce this without consistent monitoring.</p> <p>Ms. Borisov noted that they do drives twice a month, she writes up violations, and checks on violations that are open and closes or takes them to the next level if necessary.</p> <p>Mr. Waldron asked how complaints are handled.</p> <p>Ms. Borisov responded that she drives by any houses with open complaints on her next drive through the community.</p> <p>Director Daniels inquired about enforcing covenants against homeowners and on District property</p> <p>Mr. Waldron noted that the Board of another community was revising the community’s covenant enforcement policy and that Board sent out an email to homeowners informing them of the intended changes.</p> <p>Director Shadwell noted that the Board needs to establish a process for continuous and repetitious violations and this defines that.</p> <p>Ms. Borisov stated when they receive the violation letter it includes a form to request a hearing and the homeowner is advised of all the dates.</p> <p>The Board discussed the amount of days allotted to homeowners for curing repetitious violations.</p> |
| <p>Discuss and Consider Approval of Updated Residential Improvement Guidelines</p> | <p>WBA (5)</p> | |
| | | <p><u>Discussion:</u> Director McGoff discussed the Updated Residential Improvement Guidelines with the Board. Director McGoff, Director Daniels, and Ms. Borisov discussed the changes and noted that there are a few items that need to be discussed by the Board.</p> <p>Director Daniels noted that the current guidelines have a lot of wording, but not detailed images.</p> <p>Ms. Borisov noted that the appendixes will have more detail for homeowners.</p> <p>No action taken.</p> |

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| Votes | Yes/No/Abstain | <p>Topic - Amended and Restated Covenant Enforcement Policy</p> <p>Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels– Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the Amended and Restated Covenant Enforcement Policy with 45 days to cure repetitious violations.</p> |
| New Action Items Discussed | | <ul style="list-style-type: none"> - Ms. Borisov will provide a list of repetitious violations to the Board and DRC Committee. - Ms. Borisov will work with the DRC Committee to finalize the revised Residential Improvement Guides and then provide to the full Board for final review and comment. |

| 10. Capital Improvements (24 minutes) | Speaker (mins) | Notes/Minutes |
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| Status of lights on new Blackstone sign at front entrance | Cox (2) | <ul style="list-style-type: none"> · Who owns these lights? Maintenance, changes, etc. · Status on planting flowers in the sign planter? |
| | | <p><u>Discussion:</u> Director Shadwell asked who owns the lights and has control at the new entryway sign.</p> <p>Mr. Cox stated that he has control of the lights and anyone can take control if they want it.</p> <p>Director Shadwell noted that flowers have been planted and inquired about the process for replacement of dead plants.</p> <p>Mr. Waldron stated that in the event any of the plant material needs replacement, Ms. Borisov can make a warranty claim.</p> <p>No action taken.</p> |
| Update on Park Signs and Landscaping | Director Daniels (5) | |
| | | <p><u>Discussion:</u> Mr. Waldron noted that the Board had approved the proposed scope and that there may have been subsequent changes to the proposal.</p> <p>Ms. Borisov noted that the changes made to the Cox proposal did not change the cost for the material, only the plants, and the estimate has been updated.</p> <p>No action taken.</p> |

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| Smokey Hill & Blackstone Pkwy Entrance Revamp | WBA/Board (5) | <ul style="list-style-type: none"> Status on Punch List (who owns oversight to completion) |
| | | <p><u>Discussion:</u> Director Daniels informed the Board that the workmanship on the entryway project is not good and there are things that need to be repaired or replaced. Director Daniels expressed her concerns and inquired about hiring a project manager on these larger projects so the Board doesn't continue to have the same conversations over and over again.</p> <p>Mr. Waldron noted that Ms. Hendricksen was engaged as the project manager for the Smokey Hill and Blackstone Parkway Entrance revamp and if the project is not completed according to plans that should be discussed with Ms. Hendricksen.</p> <p>Ms. Borisov noted that she will follow up to set up a meeting with Ms. Hendricksen and Director Daniels on Zoom.</p> <p>Director Shadwell noted that a discussion about criteria for completion needs to be had with Ms. Hendricksen.</p> <p>Director Daniels asked why the Landscape Committee was not advised of the punch list items.</p> <p>Mr. Waldron noted that it is Ms. Hendricksen's job to make sure the project is complete.</p> <p>Director Daniels will work with Ms. Hendricksen to address her concerns.</p> <p>No action taken.</p> |
| Park Renovation - Clifton & County Club Pkwy | WBA/Board (5) | <ul style="list-style-type: none"> Status on Punch List (who owns oversight to completion)? Status on slope and pooling water on the north end of Country Club park |
| | | <p><u>Discussion:</u> Director Daniels noted that the pooling is still an issue and some of the plants are dying.</p> <p>Mr. Cox noted they will take a look at this area.</p> <p>Mr. Waldron noted that the plants within the new park are under warranty from AJI and the ones outside the park are covered by Cox, and the Board should notify Ms. Borisov of any plant material to be replaced under warranty.</p> <p>No. action taken.</p> |
| Update on Tree Planting Project | Cox (2) | <ul style="list-style-type: none"> Who is the PM for this project? 62 dead tree removal costs. Mr. Howey recommends removing these and continuing with Planting plan |

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| | | <p><u>Discussion:</u> Director Shadwell asked for an update on the status of the Tree Planting Project and who is in charge of the project.</p> <p>Mr. Cox noted that Cox is working with Mr. Howey on implantation of the tree planting plan. Mr. Cox noted that he has ordered the trees. The planting will be in the next 2-4 weeks. Trees will be staged at the clubhouse. Cox will work with Mr. Howey throughout the planting process.</p> <p>Mr. Maness noted that the first load of trees is expected to be delivered on September 8th.</p> <p>Mr. Cox noted that the District has been making a big effort on tree replacement for the last 5-7 years.</p> <p>No action taken.</p> |
| Discuss Oversight/Project Management of Capital Project | Director Shadwell (5) | |
| | | <p><u>Discussion:</u> Director Shadwell inquired about oversight of capital projects, noting that there should be one person managing projects that is identified.</p> <p>No action taken.</p> |
| New Action Items Discussed | | <ul style="list-style-type: none"> - Ms. Borisov will schedule a meeting with Ms. Hendricksen and Director Daniels to discuss the entryway project. - Ms. Borisov will work with the landscape committee on addressing dead plant material. - Director Shadwell requested Ms. Borisov send an email to the community letting them know the status of the tree project. Director Shadwell and Director O’Neil will review the email. |

| 11. Landscape Maintenance (7 minutes) | Speaker (mins) | Notes/Minutes |
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| Landscape Maintenance Report | Cox (5) | Discuss any questions the board might have |
| | | <p><u>Discussion:</u> Mr. Cox reviewed the Landscape Maintenance Report with the Board.</p> <p>Director O’Neill noted that the trees around the neighborhood used to have mulch around the base but now have a yellow circle of dead grass around the bottom.</p> <p>Mr. Cox noted that they are currently working on mulching the tree rings around the District.</p> <p>Director Daniels stated that there are dead shrubs in the medians.</p> |

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| | | <p>Mr. Cox noted that those are supposed to be removed, but identifying the area for replacement has been challenging.</p> <p>The Board engaged in general discussion regarding when to remove and replace shrubs in the medians.</p> <p>No action taken.</p> |
| Discuss, Review and Approve Work Orders/Proposal | Board (2) | |
| Cox Landscape Proposal No. 1252 | | <p><u>Discussion</u>: Ms. Borisov reviewed proposal number 1252 from Cox Landscaping for Smoky Hill Entrance Revamp in the amount of \$2,300 with the Board, noting that this is for new urns at the entrance and there will be a credit for the smaller urns that will be returned.</p> <p>Mr. Waldron noted that Consilium should reimburse the District for the cost of installing the new urns.</p> <p>Ms. Borisov noted that Mr. Cox will provide a cost for installation of the original and new urns to the Board.</p> |
| Cox Landscape Proposal No. 1253 | | <u>Discussion</u> : Deferred. |
| Votes | Yes/No/Abstain | <p>Topic – Cox Landscaping Proposal No. 1252 -</p> <p>Director McGoff – Y</p> <p>Director O’Neill – Y</p> <p>Director Shadwell – Y</p> <p>Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved proposal No. 1252 less the installation cost or reimbursement for installation costs from Consilium Design.</p> |
| New Action Items Discussed | | <ul style="list-style-type: none"> Mr. Cox, Ms. Borisov, and the Landscape Committee are going to work on a shrub replacement plan for the community. Ms. Borisov and the Landscape Committee will discuss the Urn installation cost reimbursement with Consilium Design. |

| 12. Facilities Management/District Operations Report (19 minutes) | Speaker (mins) | Notes/Minutes |
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| Review Proposal for Solar Lights at Mailboxes | Summit (5) | |
| | | <u>Discussion</u> : Ms. Borisov reviewed the solar light proposals with the Board. |

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| | | <p>Director McGoff stated that he was under the impression that these were fixed to the mailbox kiosks and not separate poles.</p> <p>Following discussion, the Board determined they do not want any additional poles installed.</p> |
| Review Mapping and Proposal for Additional Pet Waste Stations | Summit (5) | New Park, beyond |
| | | <p><u>Discussion:</u> Ms. Borisov reviewed the locations and proposals for additional pet waste stations with the Board.</p> <p>Director McGoff noted that the larger pet waste stations are preferred and Director O’Neill identified an additional location to add a pet waste station.</p> |
| Discuss Board Email Options | Summit (5) | |
| | | <p><u>Discussion:</u> Ms. Borisov noted that she provided the Board with additional email options.</p> <p>Director Shadwell stated that we need a new option.</p> <p>Deferred.</p> |
| Median walkway gaps | Summit (2) | Update on who owns, next steps |
| | | <p>Director McGoff noted that there are 1” – 2” gaps where the medians abut.</p> <p>Ms. Borisov noted that she is working on obtaining proposals from concrete vendors and will keep working on this.</p> <p>No action taken.</p> |
| Other Facilities Management not covered above | Summit (2) | - Shredding and dumpster events? |
| | | <p><u>Discussion:</u> Director Shadwell inquired about the green sign at the entrance to the community.</p> <p>Mr. Waldron noted that the Board is required to identify a physical posting location for regular and special meeting notices so if for some reason the online posting is not an option the Board can notify residents of upcoming meetings and that is what the green sign is used for.</p> <p>Ms. Borisov informed the Board that the shredding and dumpster project are going to the Social Committee for handling.</p> <p>Ms. Borisov reviewed the proposals from playground inspections from Playground Safety Solutions with the Board.</p> <p>Mr. Waldron noted that the District currently has a contract with Playground Safety Solutions, but</p> |

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| | | <p>inspections have stopped and he recommends that the playground inspections be completed and a report included for Board review.</p> <p>Director McGoff stated that we need to get inspections done.</p> |
| Votes | Yes/No/Abstain | <p>Topic - Review Mapping and Proposal for Additional Pet Waste Stations</p> <p>Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved five additional pet waste stations at locations to be identified by the Landscape Committee.</p> |
| Votes | Yes/No/Abstain | <p>Topic – Playground Inspections with Playground Safety Solutions, LLC</p> <p>Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved quarterly playground inspections with Playground Safety Solutions, LLC.</p> |
| New Action Items Discussed | | <ul style="list-style-type: none"> · Ms. Borisov will provide additional email options to the board. · Ms. Borisov will walk the property with the Landscape Committee to identify locations of pet waste stations. · Ms. Borisov will provide the proposals for solar lights at mailbox kiosks to the Safety/Security Committee for review. · Ms. Borisov will send Director McGoff a list of vendors she sent requests for proposals to for the median gaps. · Director Shadwell requested playground safety inspections be added to the tracking sheet to be discuss at the next meeting. |

| 13. Director Items/Other Business (53 minutes) | Speaker (mins) | Notes/Minutes |
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| SARIA | Director McGoff (0) | No updates |

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| | | <u>Discussion:</u> Director McGoff informed the Board that the next SARIA Board meeting is scheduled for Friday. |
| WPRA Meeting Updates – assignment of new board member | Board (2) | |
| | | <u>Discussion:</u> No update. |
| Board Emails from Residents | Board (2) | |
| | | <u>Discussion:</u> Director O’Neill noted that she is working on one resident email, no additional updates. |
| Approve Resolution Establishing a Social Committee | Board (5) | |
| | | <u>Discussion:</u> Director O’Neill reviewed the Resolution Establishing a Social Committee with the Board. |
| Approve Resolution Establishing an Advisory Committee | | |
| | | <u>Discussion:</u> The Board reviewed the Resolution Establishing an Advisory Committee. |
| Approve Resolution Establishing a Website Committee | | |
| | | <u>Discussion:</u> The Board reviewed the Resolution Establishing a Website Committee. Mr. Waldron inquired who the Board would like to appoint as the District Representative. Director Daniels noted that Ms. Borisov the District Manager should be the District Representative. |
| Approve Resolution Establishing a Landscape Committee | | |
| | | <u>Discussion:</u> The Board reviewed the Resolution Establishing a Landscape Committee. Mr. Waldron inquired who the Board would like to appoint as the District Representative. Director Daniels noted that Ms. Borisov the District Manager should be the District Representative. |
| Approve Resolution Establishing a Safety Committee | | |
| | | <u>Discussion:</u> The Board reviewed the Resolution Establishing a Safety Committee. |
| Approve Resolution Establishing a DRC Committee | | |
| | | <u>Discussion:</u> Director McGoff noted that a DRC Committee will be established once the Amended and Restated Design Guidelines are ready. No action taken. |
| Discuss and Consider Appointments to Committees | Board (5) | |

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*Regular and Special Meeting Agendas will be posted to the District’s website at www.highplainsmetro.org

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| | | <u>Discussion:</u> Mr. Waldron informed the Board that committee members need to be approved by the Board. |
| Discuss Letters of Interest and Board Appointment | Board (5) | |
| | | <u>Discussion:</u> Deferred. |
| SDA Annual Conference | Board (2) | |
| | | <u>Discussion:</u> Deferred. |
| Milling - top coating for rest of Blackstone | Director McGoff (2) | |
| | | <u>Discussion:</u> Director McGoff informed the Board that he has discussed the project with the City and will provide an update to Ms. Borisov to send to the community. No action taken. |
| Landscaping Variance database | Board (5) | Board to discuss this technology |
| | | <u>Discussion:</u> Deferred. |
| Vendor RFP process (Requirements definition, selection criteria, communications process) | Board (5) | Next Steps, vendors, process for defining Decision Making Criteria |
| | | <u>Discussion:</u> Deferred. |
| Discussion on who has access and process for utilizing District's retained Attorney | Board (5) | |
| | | <u>Discussion:</u> Deferred. |
| Public Comment discussion (when, during votes, efficient approach) | Board (5) | <ul style="list-style-type: none"> · When, during votes, efficient approach · Handling of 'Raised hands in Chat' · Muting/Unmuting during Zoom usage |
| | | <u>Discussion:</u> Deferred. |
| Process/timeline drafted to set expectations on Meeting Agenda topics, Meeting Minutes, Review/Approval by Board members | Board (5) | Who should own defining this, review next meeting? |
| | | <u>Discussion:</u> Deferred. |
| Roles & Responsibility discussion for District Board Members | Board (5) | Approach on how to define titles and R&R |
| | | <u>Discussion:</u> Deferred. |
| Social Media Presence for District | Board (5) | 2 nd most important topic from Community survey |
| | | <u>Discussion:</u> Deferred. |
| Votes | Yes/No/Abstain | Topic - Resolution Establishing a Social Committee Director McGoff – Y Director O'Neill – Y |

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| | | <p>Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the resolution.</p> |
| Votes | Yes/No/Abstain | <p>Topic - Resolution Establishing an Advisory Committee Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the resolution.</p> |
| Votes | Yes/No/Abstain | <p>Topic - Resolution Establishing a Website Committee Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the resolution.</p> |
| Votes | Yes/No/Abstain | <p>Topic - Resolution Establishing a Landscape Committee Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the resolution.</p> |
| Votes | Yes/No/Abstain | <p>Topic - Resolution Establishing a Safety Committee Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board approved the resolution.</p> |
| Votes | Yes/No/Abstain | <p>Topic – Appointment to Committees Director McGoff – Y Director O’Neill – Y Director Shadwell – Y Director Daniels – Y</p> <p>Following discussion, upon a motion duly made and seconded, the Board authorized the Board members</p> |

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| | | <p>on the respective committees to appoint the committee members of their choosing, with those names to be provided for inclusion in the minutes.</p> <p>The following individuals were appointed:</p> <p>Social Committee</p> <ul style="list-style-type: none"> - <p>Advisory Committee</p> <ul style="list-style-type: none"> - <p>Website Committee</p> <ul style="list-style-type: none"> - Jill Shadwell - Tim Flanagan <p>Landscape Committee</p> <ul style="list-style-type: none"> - Carol Hesketh - Peter Rossick <p>Safety Committee</p> <ul style="list-style-type: none"> - Maria Elena Daniels - Jill Shadwell - Don Myers - Tim Sylvester - Tim Flanagan - Bob Goldschmidt - Patrick Daniels - Connie Salas - Tony Quijano - Mike Senich |
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| 14. District Committee Updates (12 minutes) | Speaker (mins) | Notes/Minutes |
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| Advisory Committee | Director McGoff & Director Shadwell (2) | |
| | | <u>Discussion:</u> Deferred. |
| Social Committee | Director O’Neill (2) | Town Hall status Welcome Letter and Packet status |
| | | <u>Discussion:</u> Deferred. |
| Website Committee | Director Shadwell (2) | |
| | | <u>Discussion:</u> Deferred. |
| Landscape Committee | Director Daniels (2) | |
| | | <u>Discussion:</u> Deferred. |

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| Security/Safety Committee | Director Shadwell & Director Daniels (2) | |
| | | <u>Discussion:</u> Deferred. |
| Design Review Committee (DRC) | Director Daniels & Director McGoff (2) | |
| | | <u>Discussion:</u> Deferred. |

15. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather it will refer the items for follow up.

| Member of Public | Notes |
|------------------------------|---|
| Jim Picola (Board candidate) | <p>Mr. Picola stated that he is interested in serving on the Board. Mr. Picola noted that he was a school administrator for 24 years which is good experience and noted his other Board experience.</p> <p>Director McGoff responded that the Board will reach out individually to have a discussion.</p> |
| Jeannette Shelton | <p>Ms. Shelton commented on changes in landscaping enforcement within the community and that she thinks it is very important when determining these new processes that there should be a start date for the new processes. She noted that previously submitted complaints shouldn't be subject to the new processes</p> <p>Director McGoff responded that if someone has an existing project or something that was approved under the old guidelines it will not be subject to the new guidelines.</p> <p>Ms. Shelton reinforced her statement and explained that she filed a complaint more than a 1 year ago for a violation that was reported and she should not have to follow the new process for her complaint.</p> <p>Ms. Borisov stated this has to do with tree placement by a neighbor</p> <p>Ms. Shelton, stated she doesn't want to be subjected to the DRC committee processes because that committee did not exist when I submitted my complaint.</p> <p>Ms. Borisov responded that the DRC committee will look at resolving the complaint based on the guidelines in place when the complaint was originally filed and any change to the DRC Processes will only apply to complaints filed after adoption.</p> |

16. Adjournment

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting

Jill Shadwell

Jill Shadwell (Oct 13, 2020 11:51 MDT)

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 17th day of September, 2020.









2020-09-17 High Plains Execution Packet

Final Audit Report

2020-10-13

| | |
|-----------------|--|
| Created: | 2020-10-13 |
| By: | Dana Anderson (danderson@wbapc.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAALeybd1pNPun58CAntXJqXiK87y5iHz6b |

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-  Document created by Dana Anderson (danderson@wbapc.com)
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-  Document emailed to Jill Shadwell (jillshadwell1@gmail.com) for signature
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